

Commonwealth of Virginia
Department of Professional and Occupational Regulation
3600 West Broad Street
Post Office Box 11066
Richmond, Virginia 23230
(804) 367-8526
www.dpor.virginia.gov



Real Estate Board
SALESPERSON LICENSE BY EXAM APPLICATION
Fee \$170.00

Please mail this application with a check or money order payable to the TREASURER OF VIRGINIA. If paying by credit card, please print and attach the credit card form available on our web site at www.dpor.virginia.gov.
APPLICATION FEES ARE NOT REFUNDABLE.

Applications must be received within one year of the exam pass date, or re-examination will be required!

1. Legal Name _____
First Middle Last Generation (SR, JR, III)
2. Professional Name (if applicable) _____
Enter professional name to be used along with the legal name entered in #1.
(first or last name of your legal name must be included in your professional name)
3. Social Security Number *

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4. Home Street Address (no PO Box) _____
City, State, Zip Code _____
5. Mailing Address _____
City, State, Zip Code _____
6. Telephone Numbers () - Telephone () - Beeper/Cellular
7. Do you have a high school diploma or equivalent? No: ☐ Yes: ☐
8. Do you have a current or expired real estate license issued by the Virginia Real Estate Board?
No ☐
Yes ☐ (10-digit) License Number _____ Expiration Date _____
9. Do you have a current or expired real estate license, certification or registration from another jurisdiction?
No ☐
Yes ☐

If yes, list **all** the licenses, certifications and registrations in the following table and attach an original Certification of Licensure/Letter of Good Standing, dated within the last 60 days from each state/jurisdiction. **Do not send a copy of your license. Photocopies of your license(s) will not be accepted in place of Certifications of Licensure/Letters of Good Standing (see page 3).**

State/Jurisdiction	License Number	Expiration Date

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	LICENSE NUMBER 0225	ISSUE DATE
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12. Have you ever violated the fair housing laws of any jurisdiction?

No ☐

Yes ☐ If yes, list the violation and attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.

- I, _____, _____ authorize _____
 Print Name of Principal or Supervising Broker VA (10-digit) Real Estate License No. of Principal or Supervising Broker Applicant's Name

Signature of Broker

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

22. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony charges, misdemeanor charges or fair housing violations (in any jurisdiction) prior to receiving the requested license. I also certify that I understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.

Signature _____

Date _____

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

Required Additional Documentation

APPLICANTS THAT HOLD A CURRENT OR EXPIRED REAL ESTATE LICENSE, CERTIFICATION OR REGISTRATION IN ANOTHER STATE MUST SUBMIT CERTIFICATIONS OF LICENSURE/LETTERS OF GOOD STANDING, DATED WITHIN THE LAST 60 DAYS, FROM EACH JURISDICTION.

Certifications/Letters of Good Standing from other states/jurisdictions must include:

- ◆ Type of license (salesperson or broker);
- ◆ Current status of license;
- ◆ Any disciplinary actions;
- ◆ How and when license was issued; and
- ◆ Original signature and seal from the state/jurisdiction.

Instructions on Obtaining Court and Criminal History Records

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Board which requires an additional two to three months of processing and review time.